

**PEACE CORPS
OVERSEAS REQUEST FOR QUOTATION (RFQ) FOR
VIDEO PRODUCTION FOR PEACE CORPS NEPAL**

RFQ Number: 367-14-VIDEO

Date: July 17, 2014

Peace Corps intends to offer a firm-fixed price contract for installation development of a video entitled "Home Stay Video for Peace Corps/Nepal".

Interested vendors should submit a quote for the services as described in this RFQ.

Quotes are due by the following address by 4:00 p.m. on **August 22, 2014**.

Questions:

To request any additional information or questions, send an email with contact information to:
infonepal@peacecorps.gov.

Any questions regarding the RFQ may be addressed to the same address. Questions are due by July 31, 2014. Any questions received after this time may not be answered. All questions must be in writing and responses will be distributed in writing to all requesters.

No phone inquiries will be accepted. Offers received after the closing date will not be accepted.

Primary Contact Name: Mingma Sherpa

Address: Peace Corps Nepal, Chakrapath, Maharajganj, Kathmandu, Nepal

Email: msherpa@peacecorps.gov

Telephone: 9802003117

A. Price/Period of Performance:

Period of performance: 8 weeks, or schedule determined by the response to the RFQ

Supplier Unit Quotes shall be a Firm Fixed-Price, and inclusive of any administrative or overhead costs.

B. Statement of Work/Specifications

Background:

Since 1962 more than 4,000 Peace Corps Volunteers have served in Nepal in various sectors in different parts of the country. Currently, Volunteers are working in a Food Security project, with gender and youth as cross sector programing priorities. Peace Corps has three goals: 1)To help the people of interested countries meet their needs for trained men and women 2)To help promote a better understanding of the American people on the part of Nepali people and 3) To help promote a better understanding of the Nepali people on the part of the American people.

Peace Corps Volunteers undergo a three-month training during which they live with Nepali families. When they go to their permanent sites, they again live with families for two years. The homestay program is a very important part of the Volunteer experience. The homestay experience contributes to Volunteers' community integration and helps to promote Volunteer safety and security. The homestay experience also promotes and above mentioned goals 2 and 3 of Peace Corps- cultural exchange.

Purpose of the video:

During the homestay experience, homestay families and Volunteers experience both challenges and joys. We would like to capture these experiences from our currently serving Volunteers and their families who are in West and Mid-West Region for the following purposes:

- To train Homestay Families about the purpose of the homestay program and the roles and responsibilities of homestay families related to helping Volunteers:
 - Maintain their safety and security
 - Maintain their health and well-being
 - Observe and practice culturally appropriate behavior
 - Adjust and adapt to the Nepali way of life
- To introduce Homestay Families to American Peace Corps Volunteers':
 - Cultural, Ethnic, Sexual Orientation, and Age Diversity
 - Lifestyle preferences, particularly: food/diet, privacy, communication styles, etc.
- To expose Homestay Families and Volunteers to both the challenges and joys of homestay experience.

Requirement

The successful contractor shall furnish all labor, supervision, project management, necessary supplies, equipment, and any other items like narrator identification, proposed work schedule, preparation of audio/visual script, including rewrites, music and graphics, sound mixing and sweetening with addition of sound and musical effects, final color correction necessary to produce a fifteen to twenty minute high quality video.

The contractor will work with Peace Corps Nepal and the specific duties will include, but are not limited to,

1. Develop an approach for a fifteen to twenty minute high-quality video based on a concept provided by Peace Corps.
2. Field-based video filming at 10 to 15 current Volunteer sites (in 2-3 Districts) in the West and Mid-West regions, details on selected sites will be provided by Peace Corps.
3. Including accurate subtitles in English and Nepali as necessary/appropriate.
4. Editing and any video production, incorporating a process of previews and feedback from Peace Corps, needed for a completed product.

Proprietary Rights:

Peace Corps Nepal shall have unlimited rights to all documents/material produced under this contract. These documents and materials may not be used or sold by the contractor

C. Location of Work

Contractor's location and locations in Nepal for filming

D. Delivery Schedule

Start of work: TBD (tentative date: 26 September 2014)

Completion of works: 8 weeks after start, or on schedule provided by offeror.

Delivery Location:

Peace Corps/ Nepal

E. Acceptance Criteria of Quote

The quote must meet the submission requirements listed in Section I of this solicitation or it will not be considered.

F. Contract Terms and Conditions

As stated in the standard Peace Corps Firm Fixed Price contract.

G. Peace Corps Payment Schedule and Terms

Supplier will receive payment in approximately 2-3 weeks after acceptance and receipt of valid/accurate invoice. Payment terms are negotiable.

H. Evaluation Factors:

This is a best value procurement and responses will be evaluated as follows:

Technical Evaluation Criteria (listed in descending order of importance)

Technical Approach – Including innovation and completion

Schedule and Project Management Plan

Proposed Personnel – Quality of project manager and video production manage

Past Performance references

Price

Award may be made to other than the low priced quote. The award will be made to the total quote that offers the best value in accordance with the above evaluation factors.

I. Instructions to Vendors:

- a. Please read RFQ in its entirety including factors that will be considered in making award.
- b. Submission Requirements - Provide a detailed estimate by the stated due date. The submission should include the following:
 - 1) Technical Quote – provide the following
 - i. Schedule – a schedule of activities and deliverables to meet the requirements of the statement of work
 - ii. Resumes – Include the resumes of the primary staff who will complete the activities
 - iii. Past Performance – Include up to 3 relevant and recent past performance references for similar work that includes customer contact information, dates of project completion, and either a short description of the project or previous video samples (either on digital material or providing web addresses)
 - 2) Price Quote – provide the following
 - i. A price quote that has sufficient detail to understand the parts of the cost.
 - ii. A total Firm Fixed Price quote
 - iii. A list of any assumptions needed to complete the work
- c. The quoted terms and prices cannot be increased at a later time.